



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

8 MARCH 2024

To: All Members of the Wareham Town Museum Committee

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of the **WAREHAM TOWN MUSEUM COMMITTEE** to be held on **WEDNESDAY 13 MARCH 2024** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out in the agenda.

All Members of the Public are welcome to attend.

Nicola Gray
Town Clerk

Please contact the Town Council office on 01929 553006 if you need any further information on this agenda.

Members of the Museum Committee

Councillor B Dean (Chairman)
Councillor C Turner (Mayor)
N Dominy
D Kingman
V De Wit (Curatorial Adviser)

Councillor D Cleaton (Vice Chairman)
B Buxton
G Hennell
H Scharnhorst (Curator)



**WAREHAM TOWN
MUSEUM COMMITTEE
AGENDA**

13 MARCH 2024

1. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question, make a statement, present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Policy for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

4. Confirmation of minutes of previous meeting held on 22 NOVEMBER 2023

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

5. Matters arising from the minutes of the last meeting held on 22 NOVEMBER 2023

To consider any matters arising from the previous minutes of the Committee.

6. Reports by Committee members

To receive reports of Committee members and those who represent the Museum on outside bodies:

Report of the Curator

Report of the Manager – and future arrangements.

Report of the Webmaster

7. 2024/25 Budget

To note the Museum budget set by Council for the 2024/25 financial year.

8. Health and Safety Matters

To consider any health and safety matters which need addressing.

9. Easter Opening

To note the arrangements for the Museum opening at Easter.

10. Any other items the Chairman deems urgent

For report, information or for the agenda at the next meeting of the Museum Committee.

11. Date of next meeting

To note the future arrangements of the Committee reporting structure previously discussed under item 6.



Minutes of a meeting of the Museum Committee held on Tuesday 28 November 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members present: Councillors B Dean (Chairman), Cllr D Cleaton (Vice Chairman) Cllr C Turner, B Buxton, N Dominy, G Hennell, V De Wit (Curatorial Advisor), J Hall (Manager), H Scharnhorst (Curator)

Officers present: N Gray, Town Clerk and RFO, G Pettifer, Deputy Clerk

M 027/23 Apologies for absence

Apologies were received and accepted from D Kingman

M 028/23 Declarations of interest

There were no declarations of interest.

M 029/23 Public participation time

There were 0 members of the public present.

M 030/23 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the previous meeting of the Museum Committee, held on 13 September 2023, were **APPROVED** and would be signed by the Chairman following the meeting.

M 031/23 Matters arising from the minutes of the previous meeting

There were no matters arising.

M 032/23 Reports by Committee Members

Report of the Curator

The Curator provided a verbal report noting that the evening group had been split in two. One group would be led by the Museum Manager on a Tuesday and a Thursday group being led by the Curator. Both groups had a different focus, and their progress would be monitored over the coming weeks.

The museum closed at the end of October meaning the team were able to access displays and begin work on the winter projects – the Lawrence display had been cleaned and items moved in preparation for Santa's grotto, which was to be installed on Saturday 2nd December, in preparation for the event on Sunday 10th December.

The museum had attracted some new volunteers to help with the winter projects. Training sessions would be running in the New Year.

A Volunteer Fair would be held on Saturday 13th January 2024, with local voluntary groups and charities invited to attend, and the museum would be open for guided tours.

Report of the Manager

The Manager reported that as the museum was now closed, she had nothing to manage and nothing to report.

Report of the Webmaster

The tabled report from the Webmaster was noted.

M 033/23 Health and Safety

There were no breaches of Health & Safety reported.

It was noted that Health and Safety training would take place as usual in March 2024 before the reopening of the museum at Easter.

The faulty lighting in one of the display cabinets was discussed and the Deputy Clerk noted she said that she had requested a photo of the light fitting and once the cabinet had been emptied of artifacts, the repair would be carried out.

M 034/23 Museum Health Check Report

The Curatorial Adviser (Dorset Council) provided a verbal update regarding the recent Museum Health Check that had taken place and was being collated by the team at Southwest Museum Development.

The Health Check covered a variety of forward planning issues for potential growth and development, including governance, finance, resources, capacity, and accessibility. Miss De Wit particularly noted the need for a paid Manager Curator role to enable an expansion of the museum.

M 035/23 Draft Budget

Members considered the draft budget which had been prepared by the Manager and Curator with the Clerk's assistance. It was agreed to recommend the draft budget to the Policy, Resources and Finance Committee for their consideration.

M 036/23 Insurance

The Deputy Town Clerk was asked to investigate museum-specific insurance cover and report back to the Committee.

M 037/23 Fire Alarm

The Deputy Town Clerk was asked to investigate the sounding level of the fire alarm bell inside the museum and report back to the Committee.

M 038/23 CCTV

The Clerk was asked to investigate the possibility of moving the locations of CCTV cameras in the museum to provide better visibility and safety for volunteers.

M 039/23 Father Christmas Grotto

The Curator advised that the preparations for Santa's grotto would begin on Saturday 2nd December, with installation being completed in time for the event on Sunday 10th December.

M 040/23 Any other items the Chairman deems urgent

The Museum Manager reported that attendance figures for the museum, in 2023, were up by 20% to 8,311 (compared to 6,965 in 2022).

M 041/23 Date of next meeting

It was noted that the next meeting of the Museum Committee was scheduled to be held at 7.00pm on 13 March 2024.

Chairman..... Date.....

Item 7

MUSEUM EXPENDITURE	Budget	Estimated total at 31.03.24	Variance	Proposed Budget	Comments
Museum					
Rates	1,800.00	1,497.00	-16.83%	-	
Events	300.00	200.00	-33.33%	2,000.00	50th anniversary events planned
Telephone	-	300.00	0.00%	450.00	
Stationery	150.00	140.00	-6.67%	150.00	
Security Alarm	-	265.00	0.00%	80.00	
Stock for Resale	700.00	296.57	-57.63%	1,300.00	
Commission on Card sales	15.00	9.00	-40.00%	15.00	
Subscriptions	150.00	110.00	-26.67%	150.00	
Display Cabinet Reserve	500.00	-	-100.00%	750.00	
New Equipment general	1,000.00	800.00	-20.00%	1,500.00	
Equipment Maintenance	500.00	450.00	-10.00%	750.00	
Cleaning/Maintenance & Improvements	150.00	205.00	36.67%	350.00	
Training	150.00	-	-100.00%	150.00	
Signage	150.00	195.00	30.00%	500.00	
Mileage	50.00	-	-100.00%	50.00	
Sundries	25.00	20.00	-20.00%	25.00	
SUB TOTAL	£ 5,640.00	£ 4,487.57	-20.43%	£ 8,220.00	

TOTAL MUSEUM EXPENDITURE	£ 5,640.00	£ 4,487.57	-20.43%	£ 8,220.00
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TOTAL EXPENDITURE	£ 594,365.00	£ 492,088.63	-17.21%	£ 634,630.00
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